

INTERN PROGRAM LOCATIONS

Alpha by State

Indicate location(s) for which available by checking appropriate box(es).

☐

ALABAMA

- ☐ AT Gunter AFS
☐ AB Maxwell AFB

ALASKA

- ☐ 01 Eielson AFB
☐ 02 Elmendorf AFB

ARKANSAS

- ☐ FC Little Rock AFB

ARIZONA

- ☐ EB Davis-Monthan AFB
☐ EC Luke AFB

CALIFORNIA

- ☐ EE Beale AFB
☐ EG Edwards AFB
☐ EM Los Angeles AFB
☐ EI March AFB
☐ ES Onizuka AS
☐ EN Travis AFB
☐ EO Vandenberg AFB

COLORADO

- ☐ NN ARPC Denver
☐ E5 Buckley AFB
☐ NV Cheyenne Mt Complex
☐ CS Colorado Springs
☐ NT Peterson AFB
☐ NU Schriever AFB
☐ ER USAF Academy

DELAWARE

- ☐ BD Dover AFB

DISTRICT OF COLUMBIA

- ☐ BB Bolling AFB
☐ BG Pentagon

FLORIDA

- ☐ AC Eglin AFB
☐ AD Hurlburt Field
☐ AE Homestead ARS
☐ AW MacDill AFB
☐ AG Patrick AFB
☐ AS Tyndall AFB

GEORGIA

- ☐ AJ Dobbins ARB
☐ AJ Moody AFB
☐ AZ Robins AFB

HAWAII

- ☐ 5D Hickam AFB

IDAHO

- ☐ DB Mountain Home AFB

Reserved for future use

- ☐ PP
☐ RR

ILLINOIS

- ☐ CC O'Hare IAP-ARS
☐ C3 Scott AFB

INDIANA

- ☐ CE Grissom ARB

KANSAS

- ☐ FD McConnell AFB

LOUISIANA

- ☐ FE Barksdale AFB
☐ F9 NAS JRB New Orleans

MASSACHUSETTS

- ☐ BF Hanscom AFB
☐ BS Otis ANGB
☐ BH Westover ARB

MARYLAND

- ☐ BE Andrews AFB

MICHIGAN

- ☐ CG Selfridge ANGB

MINNESOTA

- ☐ CJ Minn St Paul IAP-ARS

MISSISSIPPI

- ☐ AL Columbus AFB
☐ AM Keesler AFB

MISSOURI

- ☐ FH Whiteman AFB

MONTANA

- ☐ DC Malmstrom AFB

NEBRASKA

- ☐ C4 Offutt AFB

NEVADA

- ☐ ET Nellis AFB

NEW JERSEY

- ☐ BL McGuire AFB

NEW MEXICO

- ☐ EU Cannon AFB
☐ EV Holloman AFB
☐ EW Kirtland AFB

NEW YORK

- ☐ B6 Niagara Falls IAP-ARS
☐ RM Rome Lab

NORTH CAROLINA

- ☐ AN Pope AFB
☐ AO Seymour Johnson AFB

SS

- ☐ TT

NORTH DAKOTA

- ☐ CK Grand Forks AFB
☐ CL Minot AFB

OHIO

- ☐ B8 Wright Patterson AFB
☐ BT Youngstown ARS

OKLAHOMA

- ☐ FI Altus AFB
☐ F7 Tinker AFB
☐ FK Vance AFB

OREGON

- ☐ D1 Portland IAP

PENNSYLVANIA

- ☐ BU Pittsburgh IAP-ARS
☐ BV Willow Grove ARS

SOUTH CAROLINA

- ☐ AP Charleston AFB
☐ AR Shaw AFB

SOUTH DAKOTA

- ☐ CN Ellsworth AFB

TENNESSEE

- ☐ AS Arnold AFB

TEXAS

- ☐ GG Brooks AFB
☐ FP Dyess AFB
☐ FQ Goodfellow AFB
☐ FX Air Intelligence Agency
☐ FS Lackland AFB
☐ FT Laughlin AFB
☐ F6 Randolph AFB
☐ FW Sheppard AFB

UTAH

- ☐ EY Hill AFB

VIRGINIA

- ☐ AQ Arlington
☐ CH Chantilly
☐ B7 Langley AFB

WASHINGTON

- ☐ DE Fairchild AFB
☐ DF McChord AFB

WISCONSIN

- ☐ C5 Gen B Mitchell IAP-ARS

WYOMING

- ☐ DG F E WARREN AFB

- ☐ XX
☐ YY

SAMPLES OF UPPER THIRD CLASS RANKING LETTER

(for candidates qualifying under SCHEDULE A authority for persons with disabilities and 30% compensable veterans, or for accountant, auditor, engineer, scientist, criminal investigator, intelligence specialist, or any position under the Federal Career Intern Program (FCIP) authority)

NOTE: Letter must be on official college or university letterhead stationary and signed by the Registrar or Dean. Letters signed by other college or university officials are not acceptable. Letters from satellite campuses must compare you to the entire graduating class or major subdivision of the university (not the satellite campus).

Samples 1 and 2 below are for individuals who have already graduated. Samples 3 and 4 are for individuals who have not graduated and whose GPA is below 2.95 (overall or in the last 2 years) at the time of application.

To Whom It May Concern

Sample 1

This is to confirm that John Doe, SS# 123-45-6789, graduated in the upper third of the May 2001 graduating class overall. *(This sample indicates that he graduated in the upper third of the entire graduating class)*

Sample 2

This is to confirm that John Doe, SS#123-45-6789, graduated in the upper third of the May 2001 graduating class in The School of Arts and Sciences. *(This sample indicates that he graduated in the upper third of the graduating class in the major subdivision of the university.)*

Sincerely,

(Signed by Registrar or Dean of School)

Sample 3

This letter is to inform you that Mr. John Doe, SS#123-45-6789, currently ranks in the upper third of the graduating class of May 2002. *(This sample indicates that he currently ranks in the upper third of the entire graduating class)*

Sample 4

This letter is to inform you that Mr. John Doe, SS# 123-45-6789, currently ranks in the upper third of the graduating class of May 2002 in the School of Business. *(This sample indicates that he currently ranks in the upper third of the graduating class in the major subdivision of the university)*

Sincerely,

(Signed by Registrar or Dean of School)

INTERVIEW EVALUATION

(This information collection is not subject to OMB review under P.L. 96-511, The Paperwork Reduction Act.)

RECRUITER completes this form and returns it to PALACE TEAM PAD Monitor.

NAME (Last, First, Middle Initial)			SSN		
NAME OF COLLEGE		GRADE POINT AVERAGE		GRADUATION DATE	
		OVERALL _____ OUT OF _____		UNDERGRAD	MASTER'S
		MAJOR _____ OUT OF _____			
INTERN		DEGREE		MAJOR	
CO OP					

EVALUATION FACTORS (Place an X in the appropriate block.)

	STRONG 5	4	3	2	WEAK 1
VISUAL IMPRESSIONS					
APPROPRIATE DRESS					
GROOMING					
BEARING					
MOTIVATION					
PREPARATION FOR INTERVIEW					
PERTINENT QUESTIONS AND REMARKS					
CAREER ASPIRATIONS					
MATURITY					
SOUNDNESS OF WORK AND ACADEMIC ASPIRATIONS					
SOUNDNESS OF DECISIONS AND JUDGMENT					
HUMAN RELATIONS SKILLS					
EASE WITH AND ADAPTIVENESS TO INTERVIEWER					
VERBAL SKILLS					
APPROPRIATE VOCABULARY					
ARTICULATENESS					
PERSUASIVENESS					

EVALUATION AND COMMENTS FOR THE RECORD:

OFFICE SYMBOL	INSTALLATION	DUTY PHONE (DSN)	INTERVIEW DATE
NAME OF RECRUITER (Printed or typed)		SIGNATURE OF RECRUITER	

INTERVIEW DATA WORKSHEET

Instructions: For each interviewee, identify career field for which interviewed and make a hash mark in appropriate column below (A-F) indicating the Race/National Origin and gender of interviewee. If interviewee is also a person with disabilities, please make another hash mark in the Disabled column. This form and the Recruiter Feedback form must be completed and returned to appropriate Career Program Intern Administrator with application packages.

SCHOOL OR EVENT: _____ DATE VISITED: _____

Check appropriate block:

☐ Historically Black College/Univ (HBCU) ☐ Hispanic Serving Institution (HSI) ☐ More than 20 % Minority

RECRUITER(S): _____

RACE/NATIONAL ORIGIN DESIGNATOR *									
<u>A</u>		<u>B</u>		<u>C</u>		<u>D</u>		<u>E</u>	
Native Am/ Alaskan		Asian/ Pacific Is.		Black		Hispanic		White	
M	F	M	F	M	F	M	F	M	F
Unknown		TOTAL		Disabled					
M	F	M	F	M	F	M	F	M	F

CIVIL ENGINEER

CIVILIAN PERSONNEL

COMM & INFO

CONTRACTING

EDUCATION SERVICES

FAMILY MATTERS

FINANCIAL MGT

HISTORIAN & MUSEUM

INTELLIGENCE

LOGISTICS

MANPOWER

PROGRAM MGT

PUBLIC AFFAIRS

SAFETY

SCIENTIST & ENGINEER

SECURITY

SERVICES

SPECIAL INVESTIGATIONS

TRAINING & INSTR SYS

* For race/national origin identification refer to the following documents completed by interviewees (if form is missing annotate as unknown in column F above:

1) OPM Form 1386B for FCIP Administrative positions, or

2) OPM Standard Form 181 for scientist, engineer, auditor, architect, criminal investigator and intelligence specialist positions.

RECRUITER FEEDBACK

The following information will be used to evaluate and improve upon the effectiveness of the on-campus recruitment process.

1. Were preferred interview dates available? _____

2. How did you schedule your interview dates, e.g., telephonically, e-mail, internet, other?

Approximately how far in advance were interview dates scheduled? (months, weeks, days?) _____

4. Did you arrange or participate in any campus relations activities, i.e., meeting with student groups, campus officials, or marketing the program in any way? If so, please briefly describe.

5. Did you hold an information meeting? If so, when and how many students attended?

For 6 -9 below, circle the appropriate number (1 = Poor and 5 = Excellent):

6. The overall quality of the candidates was: 1 2 3 4 5

Comment: _____

7. Preparedness of interviewees (knowledge of program, completeness of applications, etc.) was: 1 2 3 4 5

Comment: _____

8. Assistance by Placement Office staff was: 1 2 3 4 5

Comment: _____

9. For purposes of conducting future interviews, I would rate this campus overall as: 1 2 3 4 5

Comment: _____

Please provide any additional comments below that would be helpful in assessing the quality of the campus or in identifying possible improvements to the recruitment process.

TELEPHONE INTERVIEW LOG

Recruiting Event: _____

Location: _____

Date: _____

Were interviews scheduled? YES / NO

The following applicants will be interviewed by phone at a later date:

NAME (PRINT)	EMAIL ADDRESS	CAREER FIELD INTEREST
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Recruiter Signature

Career Program Intern Administrator Signature

7/03

J-1

165

TO: Career Field Intern Monitor/Administrator

SUBJECT: Campus Interview/Job Fair Documents for

(Recruiting Event)

The documents checked below are submitted for processing:

Interview Schedule

Applications (complete for all interviewees)

Interview Evaluations, AF Forms 1743

Interview Data Worksheet/Recruiter Feedback

Telephone Log (if used)

signature

date

installation/org/ofc symbol

DSN number

From: Career Field Intern Monitor/Administrator

To: DPKR, Account Representative

The documents checked above are forwarded for processing.

signature

date

Recruiter Interview Checklist (7/04)

SAMPLE

THANK YOU NOTE FOR PLACEMENT OFFICIAL

Date

Dear Mr/s/rs _____)

Thank you for providing the support and space recently to interview potential candidates for PALACE Acquire / COPPER CAP (note: select appropriate program), the Air Force's civilian career development program.

I appreciate the assistance given by you and your staff. When our recruiting season concludes, we will be glad to provide you with information on the productivity of our visit to your campus.

Again, thank you for your kind cooperation.

Intern Recruiter

COMMITTED TO EQUAL OPPORTUNITY

SAMPLE

THANK YOU NOTE FOR INTERVIEWEES

(Date)

Dear

(handwritten first name of interviewee)

Thank you for interviewing recently for a position with the Air Force's civilian career development program, PALACE Acquire/Copper Cap.

I appreciate your interest in our program. I may have mentioned that initial offers of employment may be made within the next six to eight weeks. However, if you meet the qualification requirements for this program but do not receive an offer of employment within the above timeframe, your application will remain active until 30 September 2005 and may result in an offer of employment at a later time.

Again, thank you for sharing your experience and interest with me.

PALACE Acquire/Copper Cap Recruiter

COMMITTED TO EQUAL OPPORTUNITY